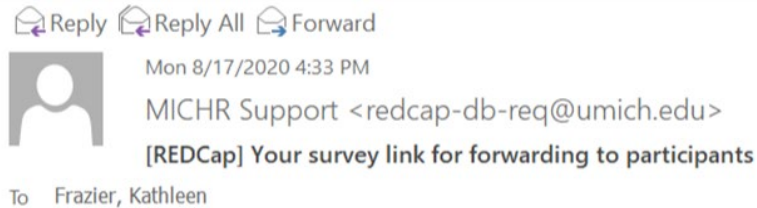# 2023B PHYSICIAN PEER REVIEW GUIDE

You do not have to complete all 6 reviews at once, but we recommend completing each individual review in a single session, if possible.

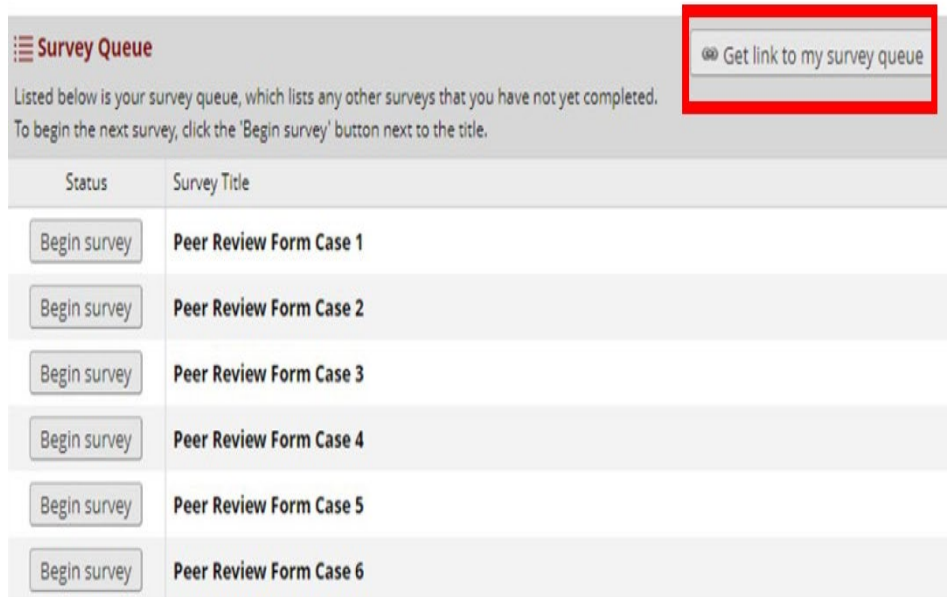|	
1. Reviewer Enrollment form is the first step in the process and only needs to be completed one time. The link to complete the "Reviewer Enrollment" form will be sent to your email from "frazieka@med.umich.edu". You will enter your email address, confirm your identity, and click on "Submit". Afterwards you will see the confirmation screen. You will also receive 5 individual emails with links to access each case review form.	⬅ Reply ⬅ Reply All ➡ Forward Mon 8/17/2020 4:33 PM MICHR Support <redcap-db-req@umich.edu> [REDCap] Your survey link for forwarding to participants To Frazier, Kathleen [This message was automatically generated by REDCap] You may open the survey in your web browser by clicking the link below: Reviewer Enrollment If the link above does not work, try copying the link below into your web browser: https://redcapproduction.umms.med.umich.edu/surveys/?s=3EDCEPLDK4
2. Case List is provided in the confirmation screen. It is called "Survey Queue". Before beginning your reviews, we suggest selecting "Get Link to my Survey Queue" button on the upper right-hand side of the confirmation screen. This will allow you to have a link emailed to you, which opens an internet page that provides a list of all assigned case forms. When you access this page, we suggest bookmarking the web address for easy access to your assigned cases.	☰ **Survey Queue** 🔗 Get link to my survey queue Listed below is your survey queue, which lists any other surveys that you have not yet completed. To begin the next survey, click the 'Begin survey' button next to the title. **Status** **Survey Title** [Begin survey] **Peer Review Form Case 1** [Begin survey] **Peer Review Form Case 2** [Begin survey] **Peer Review Form Case 3** [Begin survey] **Peer Review Form Case 4** [Begin survey] **Peer Review Form Case 5** [Begin survey] **Peer Review Form Case 6**

3. Begin your reviews: navigate to the web address you received from "Get Link to my Survey Queue" and bookmarked in your browser. Your list of assigned reviews will have "Begin Survey" buttons located next to them for the reviews that need to be completed. Click "Begin Survey" to launch the review.	Close survey queue **Survey Queue** Get link to my survey queue Listed below is your survey queue, which lists any other surveys that you have not yet completed. To begin the next survey, click the 'Begin survey' button next to the title. Status	Survey Title Begin survey — Peer Review Form Case 1 Begin survey — Peer Review Form Case 2 Begin survey — Peer Review Form Case 3 Begin survey — Peer Review Form Case 4 Begin survey — Peer Review Form Case 5 Begin survey — Peer Review Form Case 6
4. Review case materials: Two links to the case materials for review are in the instructions at the top of each review form. To view images, select the "Review Images" link (navigation tips on page 4). To view medical record information pertinent to the case, select "Review Medical Record". Some, but not all cases have images (IVUS, etc.) that were uploaded as a separate file by the submitting facility. If there are additional image files you will need to select the "supplemental image file" to view these images. * It is helpful to right click and select "Open in new tab" when selecting case materials link.	For additional instructions on using REDCap and completing this form, please utilize the attached How-To Guide at the link below: **Click Here for User Guide** Please evaluate this procedure on appropriateness and quality of the intervention using the attached medical records and coronary angiogram. This process is double blind. You should not be able to identify the patient or the operator and your blinded review will be forwarded to the institution. There is no possibility that you will be identified as the reviewer. However, your comments will be communicated unedited to the institution where the procedure was performed. Case documents are available by clicking the links below. **Click Here to Review PCI procedure images** **Click Here to Review Medical Record** Please confirm that the case materials were available and able to be viewed: * must provide value ○ Yes ○ No reset For this case, an additional dicom file was made available for review. **Click Here to Review supplemental image file** Please confirm that the file was available at this link. ○ Yes ○ No reset

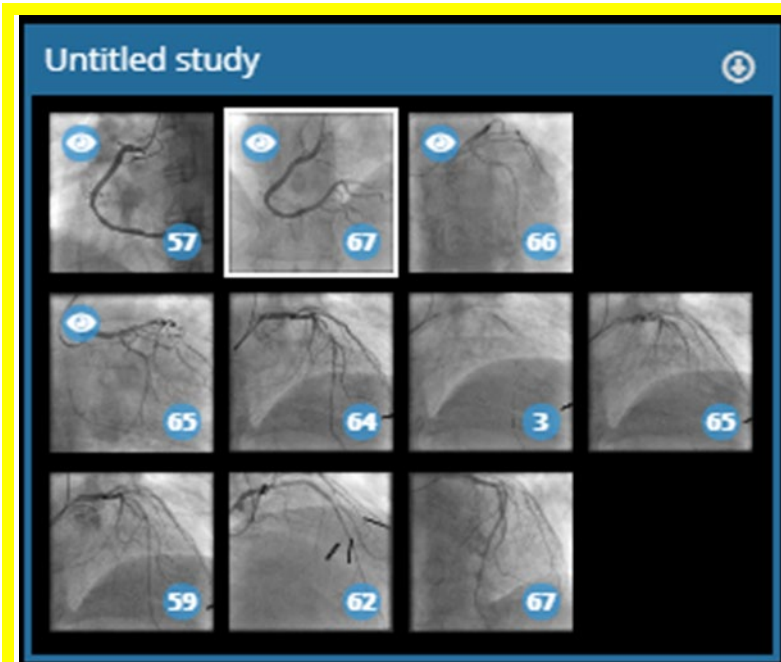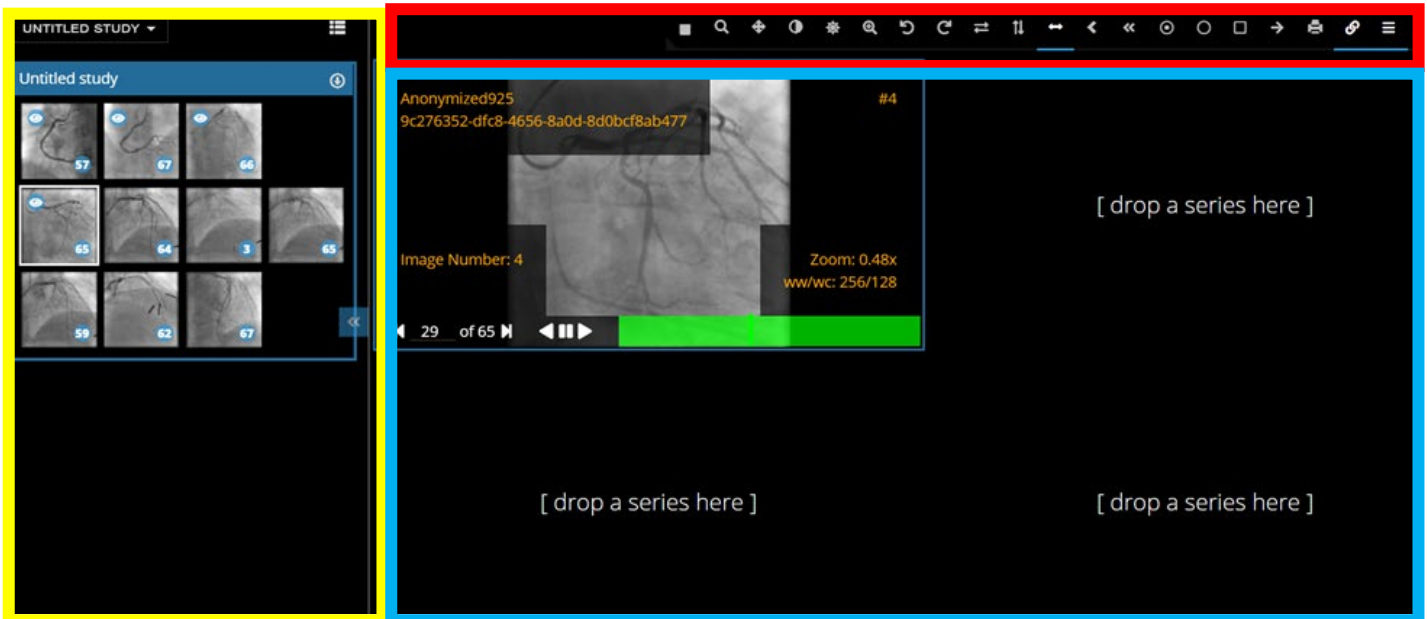|	
5. Complete/Submit the survey: Once you have confirmed you were able to view the case materials, please answer the survey questions. When you have completed the survey and have no additional information to add, please select "Submit".	**12. Please rate the overall intervention on a scale of 1-5:** * must provide value ○ 1. The procedure performance and outcome are great and I would be delighted with this if it was my patient, my family member, or myself. ○ 2. The procedure result is acceptable and while some operators might have performed the procedure differently, the overall results are acceptable ○ 3. The procedure result is adequate but most operators would have performed the procedure differently ○ 4. The procedure is suboptimal and should be discussed at M and M ○ 5. The procedure needs peer review reset © 2016 All rights reserved worldwide [Submit] [Save & Return Later]
6. Save and Return Later: If you are not able to complete the survey and would like to save your responses to complete later, select "Save & Return Later". Write down the return code (you will need this code when you return) and enter your email address and select "Send Survey Link". When you select the survey link to return, you will be prompted to enter the "return code" or select "Start Over" if you no longer have the return code.	**Your survey responses were saved!** You have chosen to stop the survey for now and return at a later time to complete it. To return to this survey, you will need both the *survey link* and your *return code*. See the instructions below. **1.) Return Code** A return code is *required* in order to continue the survey where you left off. Please write down the value listed below. Return Code TJCWK9CY * The return code will NOT be included in the email below. **2.) Survey link for returning** You may bookmark this page to return to the survey, OR you can have the survey link emailed to you by providing your email address below. For security purposes, **the return code will NOT be included in the email.** If you do not receive the email soon afterward, please check your Junk Email folder. [Enter email address] [Send Survey Link] * Your email address will not be stored Or if you wish, you may continue with this survey again now. [Continue Survey Now] **When you return:** Peer Review Form_sample_case_1 To continue the survey, please enter the RETURN CODE that was auto-generated for you when you left the survey. Please note that the return code is *not* case sensitive. [ ] [Submit your Return Code] Alternatively, if you have forgotten your return code or simply wish to start the survey over from the beginning, you may delete all your existing survey responses and start over. [Start Over]

BMC2 PCI DICOM IMAGE NAVIGATION TIPS: PAGES 4-7

# BMC2 PCI DICOM IMAGE NAVIGATION TIPS

Library Tips:

1. ***Images will not play in library, you must drag and drop into the viewing area**
2. To change from column to list display click on the symbol in upper right corner.
3. When an image is being viewed in the viewing section a white box will surround the image.
4. When an image is being, or has been viewed, then and eye symbol will appear in the upper left corner of the image.

TOOLBAR TIPS:

Key: DCM/CT Function   CT Only Function

1. Grid-how many images you wish to view
2. Zoom
3. Pan
4. Invert color
5. Windows toggling tool (CT)
6. Magnification
7. Rotate Left
8. Rotate Right
9. Flip horizontally
10. Flip Vertically
11. Length Measurement
12. Angle Measurement
13. Pixel Probe
14. Elliptical ROI
15. Rectangle ROI
16. Annotate
17. Print
18. Synchronized browsing
19. Reference line
20. Cross-hair

VIEWING AREA TIPS

- Use toolbar grid [⊞] to view 1-4 images at a time by dragging an image from the library area to the viewing area.

- Review different images by dragging and dropping images into the viewing areas where the existing images are. No need to return an image to the library to make space for the new image (they remain in the library).
- If you wish to review an image again, drag it over from the library to the viewing area.
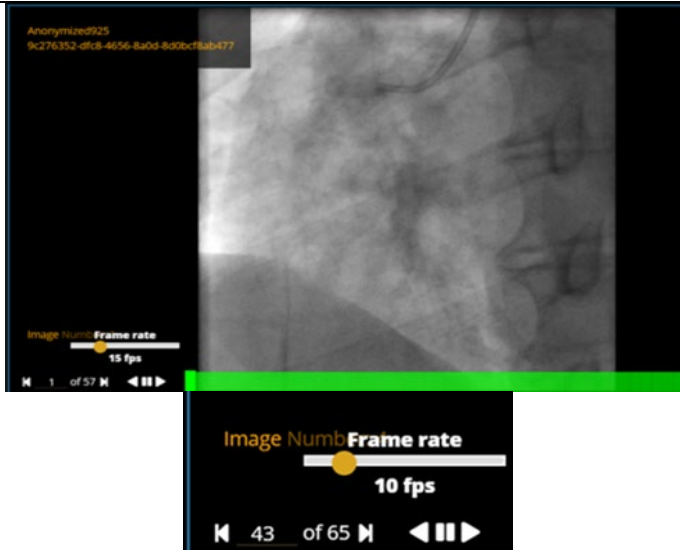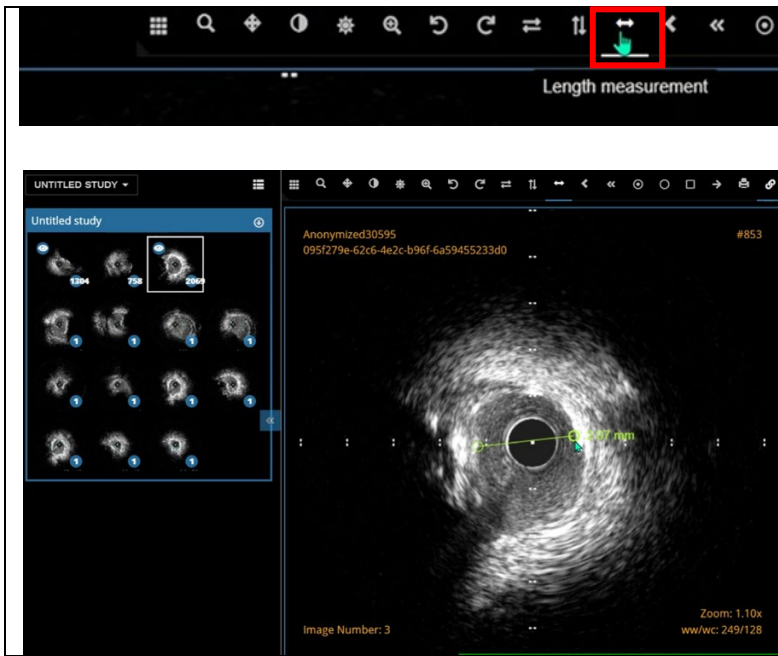

Image Speed
- Increase or decrease the frames per second by selecting the play button on an image once and moving the yellow circle to the desired speed.
- Clicking the play button twice to make the image play (backward or forward)
- Advance with roller ball on mouse to play at a variable speed.

Image Magnification
- Select frame you wish to magnify.
- Click on toolbar magnification symbol.
- Select magnification level and size.
- Window will appear inside of image.

Length Measurement
- Select frame you wish to measure.
- Click on toolbar length measurement symbol.
- Click on first point of measurement.
- Drag line to end point of measurement.

*This tool does not measure diameter or area.